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To: Real Estate Department Partners

Notice: **RED-13-03**

From: Real Estate Department- Compliance and Asset Management

Date: January 11, 2013

Re: **2013 Tax Credit Compliance Trainings**

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### **General Information**

IHCDA is pleased to once again be partnering with Zeffert & Associates (formerly known as Compliance Solutions) to offer live tax credit compliance training events throughout the year. Information on dates and locations as well as registration links are now available online at the [Compliance and Asset Management webpage](#).

### **Registration, Payments, and Cancellations**

The cost of training is \$75 per attendee per day. When registering online, you must sign up individually for each day that you would like to attend and must prepay online for registration. IHCDA will not accept checks this year for training registration fees.

#### **“Advance Cancellations”**

Cancellations made one week or more prior to the first day of a training session will be considered advance cancellations. Advance cancellations are eligible for a substitution (sending a different person to the same training date) or a refund of registration fees. To make an advance cancellation, contact an IHCDA Compliance Auditor.

#### **“Late Cancellations”**

Cancellations made less than one week prior to the first day of a training session will be considered late cancellations. Late cancellations are only eligible for a substitution of a different person for the same training date. Refunds will not be given for late cancellations. To arrange a substitution for a late cancellation, contact an IHCDA Compliance Auditor.

### **Course Content**

Three courses are being offered in 2013:

1. Qualifying Households- This training teaches how to properly calculate and verify all income and asset sources per Chapter 5 of HUD Handbook 4350.3 and IHCDA requirements. The training includes a number of workshops and in-class activities. This course is ideal for onsite property management staff, including those new to the program.

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2. Advanced Tax Credit Compliance- This training teaches special program rules including but not limited to: applicable fraction, minimum set-aside, next available unit rule, vacant unit rule, unit transfers, general public use, and Fair Housing. The training includes a number of workshops and in-class activities. This course covers a large amount of information and is targeted to compliance specialists and experienced onsite property management staff.

3. Managing Multiple Programs with RHTC- This training teaches how to successfully combine the tax credit program with HUD, RD, HOME, CDBG-D, NSP or bond funding. This training is ideal for onsite property management staff and compliance specialists dealing with ongoing compliance at properties that have multiple sources of funding.

Questions about 2013 trainings can be directed to:

Matt Rayburn, Deputy Director of Compliance and Asset Management  
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